

## Ch 2, Data Analytics: Drawing Conclusions, Part 1

### Data types & data structures, p 121-123

1. Why is data categorised into types?

So that it can be stored efficiently and processed effectively.

2. List some of the most common types. And sub-types.

Most common types; numeric, character, string (text), and Boolean.

Most common sub-types are date/time, floating point and integer, which all stem from the numeric type.

3. Distinguish between how a spreadsheet (Excel) deals with data types compared with a database (Access).

Data is interpreted differently in Excel when compared to Access, for example, if 01/02 is entered into a cell in Excel, it is interpreted as a date. However, if an apostrophe is entered first, Excel can be forced to treat it as text. Alternatively, you can change the cell type to text.

4. Describe the data structure of a database file.

Databases such as Microsoft Access and FileMaker have formal fields, records and table structures, while spreadsheets such as Microsoft Excel don't. In spreadsheets, cells don't need to be defined as containing a certain data type.